


# VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Supervising Eligibility Technician</u>	CLASSIFICATION CODE: <u>02466400</u>
	SALARY RANGE: <u>(A26) \$41566 - 48122</u>	REFERENCE POSITION NO.: <u>1255-10000-2150</u>
	Department of Human Services	APPLICATION PERIOD: <u>9/1/06 - 9/8/06</u>
	Division/Section/Unit <u>Management Svs.</u>	GRACE PERIOD ENDS <u>9/13/2006</u>
	Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Providence Regional Family Center</u>
	Restrictions/Limitations: <u>LTPS 12/9/06</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u>      </u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u>      </u> is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Form. Remember to indicate whether you are <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Name of department where you are currently employed</li> <li>• Title of your present position and date you entered it</li> <li>• Your business telephone number</li> <li>• Date you entered State service</li> <li>• Professional Affiliations</li> </ul>	
	*** In certain agencies, bidders may be given special consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE:</b>	
	If indicated above that <u>no civil service</u> is required for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be provided. Information will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration for this position.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li>• <b>Reasonable Accommodation:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To plan, supervise, and coordinate the work of Social Caseworkers, clerical assistants, and/or interpreters engaged in providing management services to families receiving benefits under the Family Independence Act, including but not limited to screening, assessment development of financial plans, provision of child care assistance and conducting group job searches. This position will have close contact with agencies and vendors specializing in education, training, employment, and other activities related to self-sufficiency. This position will also supervise Eligibility Technicians who handle FIP, Medical Assistance, and Food Stamps caseloads. Duties will include coordination of development activities, managed care enrollment counseling, crisis intervention; training and assisting workers with interpretation of DHS policy and the InRhodes Program, as well as monitoring casework in InRhodes to ensure compliance with state and federal regulations. Current Assignment: FIP eligibility and service.		
<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>		
Successful completion of at least two years of academic study in an accredited institution of higher learning, and full time employment in a responsible position which required the making of evaluations and important decisions based on a review of information gained through interviews, application or completed records. Or, any substantially equivalent education and experience.		
<b>PLEASE APPLY BY RESUME ONLY</b>		
<b>Where to Apply</b>		
Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>		
Tammy L. Lonardo Dept of Human Services/Office of Human Resources 600 New London Avenue Cranston, RI 02920		
Telephone #: <u>401-462-2481</u> Fax #: <u>401-462-2041</u> TTY/TDD #: <u>401-462-3363</u> (Telecommunication Device for the Deaf)		
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER